

APPROVED – 7/14/2011

There was a special meeting of the Cumberland School Committee held on Monday, June 13, 2011 at the Cumberland High School Transitional Building Cafetorium, 2602 Mendon Road, Cumberland, Rhode Island.

Members Present: Jeff Mutter, Lisa Beaulieu, Linda Teel, John Gibbons, Dan Pedro, Erika Sanzi, Earl Wood

Agenda Item #1: Call to Order

Chairman Mutter called the meeting to order at 7:00 p.m.

Agenda Item #2: Orientation/Discussion Regarding Superintendent Search

Mr. Warren of Future Management Systems, Inc., started with an update of how the search has been going. He said they had 30 candidates in all, 3 have since dropped out. Out of the 27 left there were some superintendents, some principals, some administration people, and a retired superintendent. The screening committee will conclude their screening by 6/17/11. On 6/20/11 Lisa Colwell, who is the chairperson for the screening committee will meet with SC members for a brief meeting and at that time she will deliver the names and information for three possible candidates. Mr. Warren noted that during this process he has conducted 10 focus groups and 10 interviews. A report from the screening committee will be sent to

SC members on 6/17/11.

Mr. Warren went on to say that on June 23, 24 and 27, the three candidates would come in for full day interviews and meetings and tours of schools/buildings. They will meet with SC members, administration, staff, students, and support staff.

He also reiterated the fact that once the screening committee completes the task, they cannot discuss any of the information they reviewed, they cannot talk about it with anyone, it is confidential information. SC members will get a packet of information about the candidates prior to 6/23.

The leadership profile is going to consist of extracted information from the focus groups. Characteristics of a good superintendent include communication skills, being a mentor, a good coach, ownership and buy in, honest and transparent, accountability for all actions, clear path to a decision, clear focus – these were mentioned in the focus groups several times. Mr. Warren noted that this is a leadership position and whoever gets this position needs to motivate the people in the district.

Mr. Warren reviewed precautions for a fair and legal interview process. All names are confidential (information not used in this process will be shredded), non discriminatory (age, sex, religion, disabilities). Don't mention names and friends of so and so, etc, in an interview. Specific checks will be made for individuals that come from out of Rhode Island.

Next, Mr. Warren handed out the questions that the screening committee used on the candidates and also questions that other

screening committees have used for other searches. He wanted the SC to review these questions and pick out specific ones that they would like to use during their interview, or come up with their own questions. They discussed the questions and came up with specific categories that they would like to zero in on. After they came up with the categories Mr. Warren asked each one of them to pick a category and come up with one or two questions that would be used during the interview. They each read their questions out loud and handed the written copies of the questions over to Mr. Warren, who will in turn take these questions and reword them appropriately so that the SC can use these questions during the interview process with the potential candidates. Mr. Warren will send the SC a draft of these questions, they can make changes if they like.

He suggested that during the interview process, each member of the SC take turns asking these questions.

Mr. Warren passed out some hints for a successful interview. Some of the noted hints were – reserve your judgment, don't judge anyone on appearance, talk little and listen a lot, keep your questions focused, ask appropriate clarifying questions(the interview should not go longer than an hour and fifteen minutes), observe verbal actions – the way they sit, hand movements, etc., when asking multiple questions – ask the first part and then the second part, focus on the candidate, maintain eye contact, appear to be interested – even if you're not, present positive posture – smile at them, maintain objectivity, hear all candidates before talking about the results of the interviews, no passing notes, no side conversations, extend

appreciation to the candidate – wish them luck, walk candidate to the door.

Mr. Warren said that on June 23, 24 and 27 when each of the candidates have their full day interviews they will have a tour of our facilities – the high school, the middle schools, a couple of the elementary schools. He asks that each of the principals in those schools highlight some things – new science wing, new library, trophies, etc. He would want them to meet with groups of students, such as student government or student council, support staff, secretaries, teachers, central office staff, possibly even the Mayor or the Finance Manager. He will have dinner with the SC, informal, maybe bring something in to the library.

Mr. Warren noted that if any member of the SC wants more information on any of the candidates, he or she should let Mr. Garr know – they prefer to get more information and ask the questions – until the candidates are in for their actual interviews. Mr. Warren said he would verbally tell the SC about any negative information they find – it will not be written because of the potential for a lawsuit.

He suggested that the SC go into Executive Session when discussing the three candidates and the results of the interviews.

Mr. Warren said that he does not suggest the SC to do a site session for the candidates, but if they wanted to he suggested that 3 – 5 people visit the sites, ask questions and try to gather as much information as you can – visits should be no more than 45 minutes and you should visit with the candidate before you leave. Mr. Garr will review this with the SC at a later date.

The SC discussed meeting on the 20th of June and they all agreed that the meeting should be held at 5:00 p.m. (prior to the CHS graduation exercises), this is the meeting that Lisa Colwell will be at and she will deliver the resumes and information for the three potential candidates for the superintendent's position.

Agenda Item #3: Adjournment

Mr. Wood made a motion to adjourn, 2nd Mr. Pedro, approved 7-0.

Meeting was adjourned at 8:55 p.m.

Meeting minutes respectfully submitted by Linda A. Jackvony